

**USACE FINANCE CENTER
BIWEEKLY REPORT
PERIOD ENDING 14 April 2006**

I. CEFMS:

A. We modified the automated Joint Review Process in CEFMS to provide an option to review all expired appropriations, highlighting the 4th and 5th year canceling, and also pulling in Department 96 documents where the balance is greater than \$100,000.00 or less than \$100.00. We also fixed the screen (7.ULO) for the technical reviewers so it will only show documents that have not been reviewed. The user has the option to view all or just the ones that have not been reviewed.

B. We modified the Military Supervision and Administration (SA95) Report to show negative passbacks to military in the income column versus the expense column so that the user can balance income to the revolving fund and expense to the military side.

C. We continue to monitor the processing times on the UFC Electronic Funds Transfer (EFT) file generation. Processing times have been stable this reporting period. We tested a modification to the EFT file generator, to commit records to the database as each record is processed instead of doing a group commit. This may reduce processing times at the UFC, but during initial testing on our network in Huntsville, the processing times were not consistent. We will reschedule a test period with the UFC.

D. We are continuing to test all of the CEFMS programs on the databases that have been converted to Oracle Version 10. The disbursing test database has not yet been converted.

E. We researched some out-of-balance conditions on the Gulf Region Division (GRD) database where contract payments did not update the transaction registers for the dollar amount of the Prompt Pay interest. Another program run that day had the following error message: "Max number of extents reached in index." We increased the allocation value, and the payment vouchers were recertified and processed with correct updates. We made CEFMS programming changes to insert the missing rows in the transaction register.

F. We are currently enhancing the SF 1164 program to send an email notification to the payee. We modified the Process Miscellaneous Disbursement Program to insert the necessary records in the check register tables to enable the email notification on SF 1164 payments, and we will also revise our PC program to generate the email message.

G. We added an edit in the Access Control Request Management System to assure that only government employees can have the Payroll Liaison Officer (PLO) role. Users with the PLO role have access to sensitive employee data, and have many varied responsibilities in the payroll area. We made this change in accordance with HQUSACE guidance.

H. Our local reconciliation between the labor_hours table and the time_cert_errors_view revealed some discrepancies at one USACE activity. These discrepancies were caused by supervisors certifying time and attendance while labor distribution was executing. We added an edit to prevent these functions from being done simultaneously, and we provided the USACE activity with a script to correct their data.

I. Two USACE activities received the following error when attempting to transmit their payroll file for pay period ending 01-Apr-06: "WARNING: no payroll file transmitted." We determined that the payroll file actually had been transmitted, and that the error occurred when a date field was not populated. This problem was caused when the USACE activities did not update their CEFMS control parameter for the change to Daylight Savings Time.

J. We made the following changes to functionality for the Employee Maintenance Screen:

- Changed employees' pay basis and unit identification code to be required fields.
- Added edits to assure valid data when an employee's record is manually entered with a future employee status (inactive indicator of '6'). If the employee is later changed to an active employee status (inactive indicator of '1'), then the user will now be required to enter all appropriate data fields before the transaction can be committed. This will prevent labor distribution errors that have occurred in the past.

- Added an edit for valid Field Office Activity (FOA) codes in the area where Customer Service Representatives (CSRs) can transfer a deployed employee from one database to another. Prior to this change, one CSR entered two alphas for an FOA code which caused the transfer to fail.

K. We changed the Employee History Screen to allow updates to data fields needed in developing an Element Of Resource (EOR) code (civ_type, appt_type, work_sch, pay_plan), plus the retained pay plan, and the two override fields. This change will significantly reduce the number of labor distribution errors and requests for scripts. These changes were primarily needed when entering time and attendance for Department of the Army interns.

L. We modified the Defense Civilian Personnel Data System (DCPDS) interface to allow the user who executes the interface to accept/decline the interface when the input file appears to be an outdated version. We added a message warning the user if salary decreases are found, which would most likely indicate an outdated file. We had previously requested that a date be added to the file by DCPDS; however, that request was turned down. This change will be a significant improvement for USACE activities who have often updated their personnel records with invalid data, due to an outdated input file.

M. We added an edit to the DCPDS interface functionality to verify that the input file contains a valid combination of data used to develop the element of resource (EOR) code. The edit will compare the data fields to valid combinations found in the labor EOR correlation table. This change will also significantly reduce the number of labor distribution errors and requests for CEFMS changes.

N. We revised one of the Budget Module's Budget vs. Actual Expense by Organization Report (budgorg) so that the printed report includes G&A and departmental overhead on Cross Charge Labor (CCL) worked by employees of the USACE activity. The report had previously been revised in early FY05 to include the labor amount for employees who are working on another activity's projects, using the Cross Charge Labor functionality. Budget users asked that the report also include the associated G&A and departmental overhead assessed to the other activity's projects for this labor, because these amounts represent income to the activity where the employees are permanently assigned.

O. We changed the logic for assigning Reimbursement Source Codes (RSC) to a customer order to consider RSC effective fiscal year and the fiscal year of the customer order financing appropriation. This corrected a problem identified by a USACE Activity in the assignment of RSCs to customer orders. We also developed an RSC assignment view screen to provide a means for USACE Activities to determine the RSC which will be assigned to a customer order item before the customer order is accepted. The screen is used by selecting the RSC assignment view option on the Customer Order or through the Data Manager Functions option. The screen provides three tabs to identify the RSC which will be assigned to a customer order item based on the customer appropriation, customer advance account or customer management structure. The screen also provides detailed information on its use. We also advised the 1400 USACE Activity personnel who financially approve or accept customer orders of the release of this functionality.

P. We developed a database trigger to prevent zero Supervision and Administration (S&A) rates or duplicate S&A rates on the same funding account. This ensures only one S&A rate can be assigned to a funding account. We also wrote scripts to clean up existing data at all USACE Activities.

Q. We changed the programming for printing Acceptance of Customer Order Form DD 448-2 to permit this form to be printed on prior year databases. USACE Activities needed to be able to print copies of this form from prior year databases for CFO documentation.

R. We released the first group of changes that were coordinated and scheduled between CEFMS and P2 as a result of the Interoperability Study and other reported P2 problems. This includes a modification to allow the responsible employee to be changed for P2 task work items. Also, we added a new role, P2_LCM. Users assigned this role can change the responsible employee for P2 task work items using screen 10.104A. Other changes include displaying the PR&C used amount on the error message given when attempting to reduce P2 budget amount less than the CEFMS PR&C requested amount and transfer the costed org code for travel costs instead of the resourced org code.

S. We researched a problem with an out-of-balance condition on the Korea District (CEPOF) database between the Data Element Management Accounting Report (DELMAR) 302 and the Military and Civil Statement of Accountability (SF1219) Reports. It involved two Transactions by Others (TBO) travel orders with advances

issued in Korea from a local Army facility. We had to create scripts for some of the data correction and then the user generated journal entries for the remainder. After reports were regenerated, we found an out-of-balance condition was still present. The UFC had to process deposits that cleared the report and brought it back into balance.

T. We continue to review and make needed adjustments to the daily transactions submitted to the Corps of Engineers Enterprise Management Information System (CEEMIS). We had missing transactions for the Korea District (CEPOF) and the Japan District (CEPOJ) due to a problem with the transaction date and account period not being the same. This was caused by appropriation refund scripts. All military transactions must be transferred to DFAS daily.

II. PROBLEM REPORTS/IMBALANCES:

A. Open problem report inventory:

	<u>This Report</u>	<u>Last Report</u>
Total Problems	747	746
Priority #1 Problems	75	78

We received 200 new problem reports and completed 199 problem reports.

B. Database Imbalances on our 62 Production Activities:

<u># of Imbalances</u>	<u>This Report</u>	<u>Last Report</u>
None	24	58
One	16	2
Two	8	1
Three	6	0
Four	5	1
Five	1	0
Six	1	0
Seven	1	0

III. ACCOUNTING OPERATIONS:

A. NUMBER AND LOCATION OF ONBOARD PERSONNEL

<u>LOCATION</u>	<u>ONBOARD</u>
MILLINGTON:	228
HUNTSVILLE:	24
USACE HQ:	1
TOTAL:	253

B. DISBURSING WORKLOAD DATA

<u>PAYMENT</u>	<u>CURRENT MONTH</u> Apr 01-11	<u>YEAR TO DATE</u> Oct 01-Apr 11
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CHECKS:

CHECKS ISSUED	3,349	66,912
PERCENT OF TOTAL	7%	10%
DOLLAR AMOUNT	\$37,818,290	\$915,596,423

EFT:

TRANSFERS MADE	23,808	334,093
PERCENT OF TOTAL	93%	90%
DOLLAR AMOUNT	\$911,783,731	\$13,434,048,183

*percentages adjusted for utility checks which do not have to participate in EFT

C. MILITARY ACCOUNTING REPORT ACCURACY RATES: ENDING MARCH 06

- Unmatched Disbursements for Military Appropriations:
\$0.00 - Exceeds DFAS Goal
- Transactions by Others (TBO) Greater than 30 days, less than 120 days for Military Appropriations:
USACE exceeds DFAS Goal
- TBO Greater than 120 days for Military Appropriations:
USACE did not meet DFAS Goal as a result of PCO Iraq and Afghanistan. Uncleared TBOs are now covered in our weekly telephone conferences with GRD/PCO Iraq.
- Integrated Command Accounting Report (ICAR) for Military Appropriations:
USACE Accuracy Rate was 99.3%

- US Standard General Ledger Trial Balance Report for Military Appropriations:
USACE Accuracy Rate was 100%
- Disbursing Statement of Transactions (SOT) SF1220 for Military Appropriations:
USACE Accuracy Rate was 99.3%
- Command Expenditures Errors (CER):
ICAR does not reconcile with SOT (SF1220)*

*USACE had 3 errors. One of the three will be shown for the entire year since the disbursement was reported in FY 05 and the expenditure was not reported until FY 07. The goal is "0" CERs at yearend.

IV. OTHER UFC ISSUES:

A. On 13 April, UFC employees Cynthia Blevins, Jeff Payne and Tom Brockman met with Richard Robinson, NAD Budget Officer and our two CEEMIS contract programmers for the entire day to discuss and develop specifications for programming the RBC ED&M Operating Budget in CEEMIS. We spent the morning with Richard evaluating the concepts of the Excel spreadsheet model used for FY 06 and defining the RBC requirements for the CEEMIS functionality. By late afternoon, we had defined a requirement for ten Oracle tables, ten SQL Forms, two reports and the access/security that will be incorporated in the CEEMIS ED&M budget model. Our estimate is two weeks for design, one week for testing and one week for turnaround. Richard will also be working with the Finance Center to test the module. We estimate release on 15 May and Richard will recommend a budget officers' conference in Millington beginning 16 May to demonstrate the module. We can demonstrate the CEEMIS module in our computer classrooms which will give budget officers hands-on experience. Our main conference room will also be available to have their conference for other discussion topics.

B. The CFO team is working on compilation of second quarter FY 2006 financial statements and footnotes. We are currently on schedule to meet the reporting deadlines. Final statements are due to Office of the Secretary of Defense (Comptroller) (OSD (C) on 16 April. Our statement submission will be rated this quarter for executive review, accuracy, completeness, variance explanations, readability, timeliness and action item resolution.

C. We participate in daily conference calls with DFAS-Indianapolis Agency-wide financial statement compilation team, the DFAS Centers, and (OSD (C) on the status of the quarterly financial statement compilation and any outstanding issues.

D. The Treasury Tie-Point reconciliations for civil works appropriations were submitted to Treasury on April 1. The reconciliations compare prior year ending balance to current year beginning balance; ensure assets equal liabilities, net position, revenues, expenses, gains and losses; compare budgetary cash equal proprietary cash and other various comparisons between budgetary and proprietary general ledger accounts.

E. The Intragovernmental Eliminations Team is utilizing a new data reconciliation process effective with 2nd quarter statement compilation. The universes of payable, receivable, revenue and expense transactions are now in the Corps of Engineers Enterprise Management System (CEEMIS). The system performs a reconciliation of transactions to general ledger balances and produces a report for any differences.

F. We compiled the data for and submitted the Balance Scorecard Metric #543 for Fund Balance with Treasury (FBWT). Civil Works is now included in this metric and is required to report monthly in the Performance Measurement Indicator System. The report is intended to improve the auditability of FBWT reconciliation by ensuring that total dollar deficiencies do not exceed three percent of the closing FBWT monthly balances for expenditure and receipt appropriations. The deficiency categories are unmatched disbursements and collections, aged payments in-transit, aged suspense accounts, aged Intragovernmental Payment and Collection differences, aged deposits in-transit and aged check issue discrepancies. We were under the three percent threshold in all categories.

G. The CFO/Civil Reports Division received another request from the Office of the Secretary of Defense (Comptroller) (OSD (C) to test a revised template for the proposed format change for the Statement of Financing. The new format contains a section that reconciles total financing sources from the Statement of Changes in Net Position to total budgetary resources on the Statement of Budgetary Resources. Another section presents a reconciliation of budgetary account obligations to proprietary account net cost of operations. We found that the template was missing some accounts necessary to complete the reconciliation. We were able to reconcile using this new format once the additional accounts

were added to the template. We provided feedback to OSD (C) on our finding of the additional accounts that should be included in the reconciliation.

H. The Finance Center has received its aging Bank America credit card Individually Billed Account (IBA) analysis report ending 31 March and we have no UFC employees with delinquent bills, suspended accounts, cancelled accounts or charge-offs.

I. The UFC Travel Division is processing PCS vouchers received on 5 April 06.

J. On 11 April, the Credit Card Program Coordinator from the Memphis District conducted refresher training for Finance Center purchase card holders and statement certification officials. The training covered various aspects of card holder responsibilities and the proper/authorized uses for the purchase cards. The card holders must also complete related web-based training as well as ethics training.

K. During the first quarter of FY06, we processed about 71,000 documents into our document imaging system and 35,000 incoming packages and envelopes in our mailroom. We also logged about 18,000 incoming checks into our checks received for deposit database. Our information management staff responded to 346 help desk requests covering all types of PC and user support, telephone problems, employee moves, and support for training and special events. Facilities management employees handled 109 help desk requests for facility trouble calls/maintenance and maintenance of CEFMS esig cards/common access cards and completed 95 actions related to copiers, printers, and fax machines.

L. On 11 April, we participated in an in-process review for the internal control tests related to financial reporting. Certain tests must be conducted at the Finance Center for five account lines [accounts receivable, accounts payable, investments, Federal Employee Compensation Act (FECA) payments, and funds balance with Treasury (FBWT)]. We have begun the test for FECA payment procedures but have delayed the other four account line tests until quarterly compilations are completed for CFO statements. We are working toward the suspense of 10 May for completing all tests but have some challenges due to annual leave scheduled during this period.

M. For the second quarter CMR, the Finance Center should receive green ratings for our revolving fund facility accounts which are well within the nominal balance. Manpower utilization also is within .2% of our FY06 plan as of the end of the third quarter and in the green rating for CMR purposes. Likewise, our accountable property records remain at 100% scanned/inventoried at the end of the second quarter.

N. We have begun the required installation of common access card (CAC) readers and middleware for all employees. This is a requirement from Department of Army to prepare for the time when the CAC will be used to access automated systems. This installation is the first in a series of steps which will include the actual implementation for the use of the CAC. On 6 April, we began the annual computer security training for all employees. We are using web-based training which will automatically compile a roster of those who complete the training.